Curriculum Committee Meetings and Proposal Submission
Timeline for Fall 2018

Below is a description of the timeline for reviewing curriculum proposals in the College during Fall term 2018.

- Review and vote on proposals for **minor corrections and additions** will be sent via email by Sheryl/Kaycee to the curriculum committee on Tuesdays, with a deadline for review of Friday at 5:00pm (i.e., a 3-day review period). **Some proposals for minor revisions** may also be determined to be appropriate for review and vote by email, depending on the timing of the submission and the nature of the revisions. We expect to review **all other proposals** at scheduled committee meetings.

- The curriculum committee meets monthly; dates are set (see below).

- Proposals will be sent by Sheryl/Kaycee to the committee on the Tuesday in the week prior to the scheduled meeting, providing the committee with ~10 days to review.

- Proposals must be ready for review by 5:00 on the Friday that is two weeks before the committee meeting. "Ready for review" means that Sheryl has reviewed the proposal, provided feedback, and any needed revisions have been completed and submitted by the proposal originators.

- To be reviewed at a curriculum committee meeting, proposals must be submitted to Sheryl (copy Kaycee) <u>no later than</u> on 5:00 on the Tuesday that is 2.5 weeks before the committee meeting. This deadline will help ensure that Sheryl/Kaycee can conduct a preliminary review and the proposal is ready to review by the Friday deadline. *We strongly encourage proposal originators to submit their proposal well in advance to ensure that the proposal is ready for review by the deadline.*

- Proposal originators can submit their proposals to Sheryl (copy Kaycee) at any point in time, but the timing of the review will depend on the schedule described above and the results of the initial screening of the proposal (e.g., if additional liaisons, additional documents, and/or any revisions are requested).

- Proposals that are approved by the committee and require a vote by College faculty will be sent by Sheryl to CPHHS faculty for a vote. Faculty will generally be given one week to indicate their vote on a proposal.

- If no concerns about a proposal are raised (i.e., the committee approves without requesting revisions, the faculty approve without requesting a meeting), proposals have the potential to be approved by our College in less than one month from the time they are ready to be reviewed by the committee.

The meeting schedule and associated deadlines are as follows:

Meeting: Friday, October 12, 3:00-4:30

> Proposals must be submitted to Sheryl (copy Kaycee) no later than on 5:00 on Tuesday, September 25th.
> Proposals must be "ready for review" by 5:00 on Friday, September 28th.
> The agenda and proposals will be sent to the committee on Tuesday, October 2nd.

Meeting: Friday, November 2, 3:00-4:30

> Proposals must be submitted to Sheryl (copy Kaycee) no later than on 5:00 on Tuesday, October, 16th.
> Proposals must be "ready for review" by 5:00 on Friday, October 19th.
> The agenda and proposals will be sent to the committee on Tuesday, October 23rd.

Meeting: Friday, December 7, 3:00-4:30

> Proposals must be submitted to Sheryl (copy Kaycee) no later than on 5:00 on Tuesday, November 20th.
> Proposals must be "ready for review" by 5:00 on Friday, November 23rd.
> The agenda and proposals will be sent to the committee on Tuesday, November 27th.